



CIVIL SERVICE RULES & REGULATIONS

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CIVIL SERVICE RULES & REGULATIONS

INTRODUCTION

The Civil Service Local Government Code for the City of Hurst has been established pursuant to Chapter 143 of the Texas Local Government Code for the purpose of developing and enforcing rules regarding the initial selection of employees as well as for their advancement, benefits, and conditions of employment, and specifically pursuant to Section 143.008 of Chapter 143 of the Texas Local Government Code.

The Repeal and Saving Clause:

These rules and regulations and subsequent amendments hereto shall supersede all other Civil Service Regulations pertaining to police officers and firefighters. If any section, paragraph, portion, sentence, line phrase or word hereof, and it is hereby declared to be the intent of the Civil Service Commission that each and all of the portions that are not held to be unconstitutional or invalid, shall be and remain in full force and effect. These rules are made in accordance with Chapter 143 of the Texas Local Government Code.

The Hurst Civil Service Commission adopted or amended the following rules and regulations.

May 8, 1986, adopted Rule 7.02, Breaking Tie Scores

Jan 12, 1989, adopted Rule 7.04, the Alternate Promotional System in Police Department

September 12, 1991, adopted Rule 7.03, Sufficient Number of Applicants to Test

November 9, 1995, adopted Rule 6.01 Passing Score-Entrance Firefighter

March 25, 1999 adopted Rule 5.04, Police Eligibility List and Rule 5.05, Fire Eligibility List

March 15, 2001, adopted Rule 7.04A, Establish Eligibility List to Police Promotional Exam

September 12, 2002, adopted Rule 3.06 Resignation and Reappointment, Police Department

September 12, 2002 adopted Rule 4.02, Paramedic Certification-Fire Entry

September 12, 2002, adopted Rule 4.03, Structural Firefighter Certification

February 7, 2005, adopted Rule 8.02, Rejection of Applicant by Medical Examiner

November 27, 2006, adopted Rule 7.01, Seniority Points

January 21, 2010, adopted Rule 11.02 Probationary Period

January 17, 2011, adopted Rule 4.04 Fire Agility

January 25, 2016, adopted Rule 7.04B, Applicant Conduct

January 25, 2016, adopted Rule 1.04, Release of Photographs of Police Officers

January 25, 2016, adopted Rule 3.03, College Requirement

January 25, 2016, adopted Rule 3.04, Typing Requirement

January 25, 2016, adopted Section 12, Workday Defined

SECTION 1: ORGANIZATION AND GENERAL PROVISIONS

1.01: OFFICERS OF COMMISSION

The commission shall annually during the month of January, elect a chairperson and vice-chairperson.

1.02: MEETINGS

The Civil Service Commission follows the requirements of the Texas Open Meetings Act. www.tml.org/legal

Meetings of the commission may be called by the director at the request of the chairperson or at the request of any two commissioners. Meetings shall be open to the public and to representatives of the press according to the Open Meetings Act. Requests, or other matters to be brought before the commission, shall be filed in writing with the director in advance of the meeting. Notice of the meetings shall be posted in Hurst City Hall, appropriate departmental designated areas, and by request to any other interested parties by the director.

The regular order of business shall be review and approval of the minutes, reports of the commission, report of the director, unfinished business, and new business.

The commission shall meet as often as necessary to provide for the administration of the civil service program or upon call of the chairperson or a majority of the commission, or director's recommendation.

The minutes of the commission shall be signed by the chairperson, or in his absence, the vice-chairperson together with the recording secretary of the civil service commission, as designated by the director of civil service.

The minutes of the commission shall record at least the following matter:

- (a) All names placed on the eligibility list.
- (b) Appeals from dismissals, demotion, or suspension with action of the commission thereon.
- (c) Reinstatements.
- (d) Replacement of names on, and removal of names from an eligibility list.
- (e) Any other action or report directed to be recorded by the commission.

1.03: RECORDS

The Civil Service records will be kept according to the rules in Section 143.089 of Chapter 143 of the Texas Local Government Code.

The director shall keep records of all hearings or cases that come before it. Commission decisions shall be signed by the concurring commissioners. All rules, opinions, directives, decisions, and orders issued by the commission shall be written and are public records that shall be retained on file by the director.

All proceedings of the commission, the classification and compensation plans, and the roster of employees in the classified service and all eligible for appointment to service shall be public records, and subject to reasonable regulations, shall be open to public inspection.

1.04: RELEASE OF PHOTOGRAPHS OF POLICE OFFICERS

Adopted January 25, 2016

The Civil Service follows the rules in Section 143.090 of Chapter 143 of the Texas Local Government Code for the release of photographs of police officers.

SECTION 2: CLASSIFICATION OF FIREFIGHTERS AND POLICE OFFICERS

2.01: CLASSIFICATION OF CIVIL SERVICE EMPLOYEES

The commission hereby provides for the classification of all firefighters and police officers. Such classification shall be provided by budget ordinance of the city council. The city council shall prescribe by budget ordinance the number of positions of each classification.

2.02: CLASSIFICATION OF POLICE OFFICERS

The classifications of police officers provided by the commission, under Section 143.021 of Chapter 143 of the Texas Local Government Code.

- (a) Entry Police Officer
- (b) Police Officer
- (c) Police Corporal
- (d) Police Sergeant
- (e) Police Lieutenant
- (f) Assistant Police Chief (appointed)

2.03: CLASSIFICATION OF FIREFIGHTERS

The classifications of firefighter provided by the commission, under Section 143.021 of Chapter 143 of the Texas Local Government Code.

- (a) Entry Firefighter
- (b) Firefighter
- (c) Fire Driver/Engineer
- (d) Fire Lieutenant
- (e) Fire Battalion Chief
- (f) Assistant Fire Chief (appointed)

SECTION 3: ENTRY POLICE OFFICER REQUIREMENTS

3.01: POLICE OFFICER APPLICANT ELIGIBILITY

Applicant must meet all requirements established in the Texas Fire and Police Civil Service Law, Section 143.023 of Chapter 143 of the Texas Local Government Code, Eligibility for Beginning Position.

3.02: POLICE AGENCY COMBINED TESTING (P.A.C.T.)

The Hurst Police Department is a member of P.A.C.T., partnering with neighboring cities to complete the testing requirements for creating an eligibility list of new Hurst police officers.

For minimum physical standards, state requirements and Police Agency Combined Testing information, visit the Police Agency Combined Testing website.

3.03: COLLEGE REQUIREMENT

Adopted January 25, 2016

At the time of appointment, Applicant must have sixty hours of college credit with a minimum 2.0 GPA from a postsecondary institution accredited either by the United States Department of Education or by an accrediting association that has been recognized by the Council for Higher Education Accreditation.

3.04: TYPING REQUIREMENT

Adopted January 25, 2016

Type 25 correct words per minute

3.05: VISION REQUIREMENT

Vision Correctable to 20/20 and free of color blindness

3.06: RESIGNATION AND REAPPOINTMENT

Adopted September 12, 2002

A police officer who voluntarily resigns from the police department may be reappointed to the department without taking another entrance examination. (This rule adopted pursuant to authority granted by Section 143.0251 of Chapter 143 of the, Texas Local Government Code.)

SECTION 4: ENTRY FIREFIGHTER REQUIREMENTS

4.01: FIREFIGHTER APPLICANT ELIGIBILITY

Applicant must meet all requirements established in the Texas Fire and Police Civil Service Law in Section 143.023 of the Texas Local Government Code, Eligibility for Beginning Position.

4.02: PARAMEDIC CERTIFICATION FOR NEW EMPLOYEES

Adopted September 12, 2002

All applicants appointed to beginning positions in the fire department must be certified as paramedic or licensed paramedic by the Texas Department of Health. At the time of the entrance examination, applicants must provide evidence of certification (or licensure) by the Texas Department of Health.

4.03: STRUCTURAL FIREFIGHTER CERTIFICATION

Adopted September 12, 2002

All applicants for beginning positions in the fire department hired after October 1, 2002, as a condition of employment, are required to become certified as a structural firefighter by the Texas Commission on Fire Protection.

4.04: FIRE DEPARTMENT AGILITY TEST REQUIREMENT

Adopted January 17, 2011

Not more than six months prior to appointment or within 90 days of being appointed, an applicant for a beginning position in the fire department must have passed the Physical Agility Test administered by Tarrant County College.

The successful appointee shall submit to the fire department verification of passing such test. The successful appointee will be reimbursed the cost for of the Physical Agility Test.

SECTION 5: EXAMINATION GUIDELINES AND ELIGIBILITY LISTS

5.01: CONDUCT OF EXAMINATIONS

The actual conduct of every examination shall be under the direction of the civil service director or his designated examiner or examiners, free from the presence, participation or influence of any person other than the examiner or examiners.

An applicant who in any examination uses or attempts to use any unfair or deceitful means to pass the examination shall be reported by the examiner witnessing the act to the commission with a recommendation that the candidate be disqualified from any civil service position with the city. If the commission concurs, the applicant shall not be eligible for appointment or further testing. Existing employees may be disciplined pursuant to these rules.

5.02: GRADING EXAMINATIONS

The grading of each promotional examination (as outlined in Chapter 143, Section 143.033 of the Texas Local Government Code) shall begin when one eligible promotional candidate completes the examination. As the eligible promotional candidates finish the examination, the examinations shall be graded at the examination location and in the presence of any candidate who wants to remain during the grading.

5.03: POSTPONEMENT OR CANCELLATION OF THE EXAMINATION

The commission may postpone or cancel any examination for any reason the commission believes to be good and sufficient for said postponement or cancellation. The director may recommend postponement or cancellation of upcoming tests.

5.04: POLICE ELIGIBILITY LIST FOR BEGINNING POSITIONS

Adopted March 25, 1999

The eligibility list for beginning positions in the police department shall remain in effect for six (6) months from the date of the written examination.

5.05: FIRE ELIGIBILITY LIST FOR ENTRY LEVEL POSITIONS

Adopted March 25, 1999

Eligibility lists for entry-level positions in the fire department shall remain in effect for twelve (12) months from the date of the written examination.

SECTION 6: ENTRANCE EXAMINATIONS

6.01: PASSING SCORE –ENTRANCE

Adopted November 9, 1995

Based on a maximum possible grade of one hundred (100) or a perfect written examination grade of seventy (70) shall be the passing score for any person taking an entrance examination for the position of firefighter.

In ranking candidates for selection, each applicant who has served in and received an honorable discharge from the Armed Forces of the United States shall receive five (5) points in addition to his competitive grades.

6.02: IDENTICAL GRADES – ENTRANCE

Whenever two (2) or more competitors for entrance shall attain the same grade, and one has a higher score on the written test, the candidate with the higher written score shall be listed above the other. If there is no difference in the written score, their position shall be determined by lot by the commission.

SECTION 7: PROMOTIONAL EXAMINATIONS

7.01: SENIORITY

For police, the seniority points will be added to the written exam score for determining whether the candidate passed.

For fire, candidates must obtain a grade of 70 or greater on promotional tests in order to be placed on the eligibility list, then seniority points will be added to determine the rank.

7.02: IDENTICAL GRADES – PROMOTION

Adopted May 8, 1986

Whenever two or more competitors for promotion shall By Rule attain the same number of points for the eligibility list, the tie shall be broken by giving preference as follows:

- (a) First preference shall go to the applicant making the highest grade on the written examination.
- (b) If applicants have the same written grade, preference shall be given the applicant with the greatest amount of seniority.
- (c) If there is still a tie, after the above two (2) considerations, the tie shall be broken by lot by the commission.

7.03: SUFFICIENT NUMBER OF APPLICANTS TO TEST

Adopted September 12, 1991

In order to determine whether there will be sufficient number of persons to take a promotional examination, the director is authorized to require pre-registration of all those persons in the next lower position with two years of service who desire to take the test. The opening and closing dates of the pre-registration will be included on the examination notice. Regardless of the pre-registration requirements, failure to pre-register for a posted examination will not disqualify any eligible individual listed on the examination notice from taking the examination.

As Texas Courts have ruled that a minimum of three persons with less than two years of service in the next lower classification, or, if necessary, to the second lower position if either of the following conditions exist:

- (a) Fewer than three persons in the next lower classification are eligible to take the promotional examination
- OR
- (b) Fewer than three persons in the next lower position with two years of service who are eligible to take the examination pre-register by the pre-registration closing date as posted on the examination notice

7.04: ALTERNATE PROMOTIONAL SYSTEM IN POLICE DEPARTMENT

Adopted January 12, 1989

The City of Hurst Police Department has an alternate promotional system adopted on January 12, 1989. See the full alternate promotional system, Appendix A.

7.04A: ESTABLISH AN ELIGIBILITY LIST

Adopted March 15, 2001

An eligibility list will remain in existence for 12 months after the date the written test is given.

7.04B: APPLICANT CONDUCT

Adopted January 25, 2016

A test applicant arriving after the published start time will be unable to complete the written promotional examination. A test applicant arriving after the published start time for the alternate police promotional assessment center will be unable to complete that portion of the process.

Section 8: REJECTION OF APPLICANT

8.01: APPLICANT REJECTION BY COMMISSION (Chapter 143.008 of the Texas Local Government Code)

A commission shall adopt rules necessary for the proper conduct of commission business. The commission may not adopt a rule permitting the appointment or employment of a person who is:

- (a) Without good moral character;
- (b) Physically or mentally unfit; or
- (c) Incompetent to discharge the duties of the appointment or employment

8.02: APPLICANT REJECTION BY MEDICAL EXAMINER

Adopted February 7, 2005

If an applicant is rejected by the physician or psychologist, as appropriate, the applicant may request another examination as outlined in Chapter 143.002 of the Texas Local Government Code. The request must be made within 10 business days following the applicant's notification of the rejection.

SECTION 9: INDEFINITE SUSPENSIONS

9.01: GROUNDS FOR REMOVAL-FIRE

Any of the following constitute grounds for removal, suspension or indefinite suspension:

- (a) Conviction of a felony or other crime involving moral turpitude violation of the provisions of the charter of the City of Hurst;
- (b) Acts of incompetency, neglect of duty;
- (c) Discourtesy by said employee to the public or to fellow employees while said employee is in the line of duty;
- (d) Acts of said employee showing a lack of good moral character;
- (e) Drinking of intoxicants while on duty or intoxication while off duty, or whose conduct was prejudicial to good order;
- (f) Refusal or neglect to pay just debts;
- (g) Absence without leave;
- (h) Shirking duty or cowardice;
- (i) Violation of any of the rules and regulations of the fire department or police department or of special orders, as applicable.

9.02: GROUNDS FOR REMOVAL-POLICE

Any of the following constitute grounds for removal, suspension or indefinite suspension:

- (a) Conviction of a felony or other crime involving moral turpitude violation of the provisions of the charter of the City of Hurst;
- (b) Acts of incompetency, neglect of duty;
- (c) Discourtesy by said employee to the public or to fellow employees while said employee is in the line of duty;
- (d) Acts of said employee showing a lack of good moral character;
- (e) Drinking of intoxicants while on duty or intoxication while off duty, or whose conduct was prejudicial to good order;
- (f) Refusal or neglect to pay just debts;
- (g) Absence without leave;
- (h) Shirking duty or cowardice;
- (i) Violation of any of the rules and regulations of the police department or of special orders, as applicable.

SECTION 10: OATH OF OFFICE

Every person employed in the classified service by the City of Hurst, before he shall be entitled to enter upon the discharge of his duties shall take and file the oath or affirmation, in the form and language prescribed in Section 4.08 of the city charter which may be administered by the Hurst mayor or by any officer authorized to take, within the state, the acknowledgement of the execution of a deed for real property, or by any office in whose office the oath is required to be filed. The oath of every such employee shall be filed with the city secretary. The

applicant shall be required to take or affirm and file such oath or affirmation as a condition of employment.

SECTION 11: PROBATIONARY PERIOD

11.01 PROBATIONARY PERIOD

Each appointee for police or fire service will be in a one-year probationary period (or longer in certain circumstances outlined in Rule 11.02). During this time, the classification will be entry police officer or entry firefighter. Upon successful completion of the probationary period, the classification will change to police officer or firefighter as facilitated by the department.

11.02 EXTENSION OF PROBATIONARY PERIOD

Adopted January 21, 2010

As allowed by Section 143.027 of Chapter 143 of the Texas Local Government Code: The one year probationary period a person appointed to a beginning position in the fire or police department must serve beginning with that person's date of employment as a firefighter, police officer, or academy trainee – may be extended for up to six months for persons who must attend basic training academy necessary for initial certification by the Texas Commission On Law Enforcement

SECTION 12: WORKDAY DEFINED

Adopted January 25, 2016



Police: In order to clearly define the workday for all police civil service employees, the police department requests that the commission define the workday as it relates to holiday leave, emergency leave, administrative leave, and disciplinary suspensions as eight hours, and it is so defined. Military leave policy is governed by the City of Hurst Policies and Procedures.

Fire: In order to clearly define the workday for all fire civil service employees, the fire department requests that the commission define the workday as it relates to holiday leave, emergency leave, administrative leave, and disciplinary suspensions as twelve hours, and it is so defined. Military leave policy is governed by the City of Hurst Policies and Procedures.

SECTION 13: CITY OF HURST POLICY

All provisions of the City of Hurst Policies and Procedures which are not in conflict with these rules shall also be controlling and applicable to firefighters and police officers.

APPENDIX A

	<h1>Hurst Police Department</h1> <h2>GENERAL ORDERS MANUAL</h2>	
Chapter 300 Personnel		
Section 318 Promotional System		
CALEA Standard #: 34.1.1 , 34.1.2 , 34.1.3 , 34.1.4 , 34.1.5 , 34.1.6		
Purpose To set the policy and establish the procedures for a uniform promotional process at the Hurst Police Department.		

Section 318.01 **ALTERNATE PROMOTIONAL SYSTEM** [Standard 34.1.3 \(g\)](#)

A. Eligibility for Promotion

1. A Police Officer is eligible for promotions if he has served in the Hurst Police Department in the next lower position or other positions specified by the Civil Service Commission (Commission) for at least two (2) years immediately before the date the promotional examination is held. A Police Officer is not eligible for promotion to the rank of Lieutenant or its equivalent unless the person has at least four (4) years actual service in the Hurst Police Department.
2. If a person is recalled on active military duty for not more than twenty-four (24) months, the two-year service requirement does not apply, and the person is entitled to have time spent on active military duty considered as duty in the Police Department. If the active military duty exceeds twelve (12) months, the person, on return, must serve in the Department for ninety (90) days before the person is eligible to participate in the promotion examination. This time is considered necessary to bring the person up-to-date on equipment and techniques.

3. Each promotional examination is open to each Police Officer, who for at least two (2) years immediately before the examination date, has continuously held a position in the classification that is immediately below, in salary, the classification for which the examination is held.
4. If the Department has adopted a classification plan that classifies positions on the basis of similarity in duties and responsibilities, each promotional examination is open to each Police Officer who has continuously held, for at least two (2) years immediately before the examination date, a position at the new lower pay grade, if it exists, in the classification for which the examination is held.
5. If there are not sufficient Police Officers in the next lower position with the two (2) years service in that position to provide an adequate number of persons to take the examination, the Commission shall open the examination to persons in that position with less than two years service. If there is still an insufficient number, the Commission may open the examination to persons in the second lower position, in salary, to the positions for which the examination is held.

B. Promotion Examination Notice [Standard 34.1.5](#)

1. The Civil Service Director (appointed by the Civil Service Commission) shall publicize in the Department each vacancy and shall complete promotional examinations to fill vacancies within ninety (90) days after the date the vacancy occurs or a new position is created. The person receiving the highest total score shall be appointed to the vacant position. If identical high scores are received, the Chief of Police shall have the option of promoting any candidate receiving such highest score. Such examinations shall create an eligibility list which shall remain in existence for one year after the date on which the written examination is given, unless exhausted. At the expiration of the one-year period, the eligibility list expires and a new examination may be held. [Standard 34.1.2](#)
2. Before the 90th day before the date a promotional examination is held, the Commission shall post a notice that lists the sources from which the examination questions will be taken.
3. Before the 30th day before the date a promotional examination is held, the Commission shall post a notice of the examination in plain view on a

bulletin board located in the main lobby of City Hall and in the Commission's Office. The notice must show the position to be filled or for which the examination is to be held, the date, time, and place of the examination. The Commission shall also furnish sufficient copies of the notice for posting in the stations or sub-departments in which the position will be filled. [Standard 34.1.5](#)

4. The notice may also include the name of each source used for the examination, the number of questions taken from each source, and the chapter used in each source.

C. Promotional Examination Procedure [Standards 34.1.1 & 34.1.3](#)

1. Written Examination

- a. Each applicant shall be given a written examination conducted in accordance with Section 143.032 of the Texas Local Government Code. Those who do not pass the written examination shall be eliminated from further consideration. The grading of each promotional examination shall begin when an applicant completes the examination. As the applicants finish the examination, the examination shall be graded at the examination location and in the presence of any applicant who wants to remain during the grading. The top thirty percent (30%) of the applicants or the score of seventy percent (70%) shall be considered passing (whichever number of candidates is greater). Up to a maximum of 10 seniority points can be used toward the written exam to attain a passing score (70%). The actual written test score will be used in the computation of the candidate's final score.
- b. All eligible promotional candidates shall be given a written examination in the presence of each other. All of the questions asked therein shall be prepared and composed in such a manner that the grading of the examination papers can be promptly completed immediately after the holding of the examination and shall be prepared so as to test the knowledge of the eligible promotional candidates concerning information and facts. All of said questions shall be based on material from a reasonably current publication, has been made reasonably available to all members of the Police Department involved, and shall be based upon such Departmental Schools of Instruction. All promotional examination questions must be taken from sources that are listed in a notice that is posted by the

Commission at least ninety (90) days before the date of the examination. Police Officers may suggest source materials for promotional examinations. The thirty (30) day notice required may include the name of each source used and the number of questions taken from each source. The Commission may include the chapter of each source. Such written examination shall account for 45% of the final score. [Standard 34.1.3 \(b\)](#)

2. Assessment Center: Forty-five percent (45%) of the final score of candidates shall be determined by an assessment center selection process consisting of the following:

[Standard 34.1.3 \(c\)](#)

- a. A written exercise testing the candidates' written communication skills. Such exercise shall be the same for all candidates. The problem will be given in the presence of all candidates who successfully completed the written examination and will be completed within a time limit. The time limit will be determined by the Chief of Police according to the problem. This session will be conducted by the Chief of Police or his designee, and the subject will be determined by the Chief of Police.

[Standard 34.1.2](#)

- b. An oral exercise will be administered by the assessment center selection process interview board. This shall consist of the candidate presenting an oral resume and/or role-playing exercise(s) followed by questions from the interview board testing preparatory instructional skills and the candidate's response thereto. Questions may differ from candidate to candidate, but the factors to be graded shall be the same for all candidates. The oral interview and/or role-play exercise(s) shall be calculated from a list of supervisory dimensions. The assessment center selection process interview board shall consist of three (3) peace officers from outside the Hurst Police Department, preferably from a Department of equal or greater number of officers as the Hurst Police Department. At least one member of the board shall be of the same rank as the position sought. All other members shall be of the same rank or higher than the rank being sought. One member of the board will be chosen by the Civil Service employees of the Hurst Police Department who must be ineligible for the vacancy. One member will be chosen by the Chief of Police. One member will be chosen by the Civil Service Director from a list prepared and agreed upon by the Chief and the Civil Service employees. It is required that the members of the board not be personally acquainted with the candidates. The board members may

select a chairperson to oversee the interviews. The Commission shall approve appointments before they may serve on the interview board.
[Standard 34.1.2 & 34.1.4](#)

- c. Written Resume Preparation. Each candidate eligible for the assessment center shall prepare a written resume. This resume will be provided to the assessors prior to the beginning of the assessment process.

- 3. Seniority: Ten percent (10%) of the final score of each candidate successfully completing the written examination shall consist of seniority calculated at one point for each year of service with the department as a full time police officer up to and including a maximum of ten (10) years. Cut off for this time will be the date of the written examination.

D. Procedures for Making Promotional Appointments

[Standard 34.1.1 & 34.1.6](#)

- 1. Unless the Chief of Police has a valid reason for not appointing the person, the Chief of Police shall appoint the person having the highest grade on the eligibility list. If the Chief of Police has a valid reason for not appointing the person having the highest grade, the Chief of Police shall personally discuss the reason with the person being bypassed before appointing another person. The Chief of Police shall also file the reason, in writing, with the Commission. On application of the bypassed person, the reason the Chief of Police did not appoint that person is subject to review by the Commission.

E. Record of Certification and Appointment

[Standard 34.1.2](#)

- 1. When a person is certified and appointed to a position in the Police Department, the Director shall forward the appointed person's record to the Chief of Police. The Director shall also forward a copy of the record to the City Manager, or his designee, and shall retain a copy in the Civil Service files.
- 2. The record must contain:
 - a. The date notice of examination for the position was posted

- b. The date on which the appointed person took the examination
 - c. The name of each person who conducted the examination
 - d. The relative position of the appointed person on the eligibility list
 - e. The date the appointed person took the physical examination, the name of the examining physician and whether the person was accepted or rejected
 - f. The date the request to fill the vacancy was made
 - g. The date the appointed person was notified to report for duty
 - h. The date the appointed person's pay is to start.
- 3. If the Director intentionally fails to comply with this section, the Commission shall immediately remove the Director from office.
 - 4. The Director's failure to comply with this section does not affect the Civil Service status of an employee.

F. Review and Appeal of Promotional Examination [Standard 34.1.3 \(e\)](#)

- 1. Each eligible promotional candidate shall have the opportunity to examine the source materials, his examination, and his answers thereto together with the grading thereof; and if dissatisfied, shall, within five business days, appeal the same to the Commission for review. A business day is defined as Monday through Friday, excluding holidays. If an eligible promotional candidate requests, the eligible promotional candidate is entitled to see his promotional examination, answers, and source materials as provided by this subdivision but may not remove the examination or copy a question used in the examination. Any issue

arising which may not be addressed within the preceding sections shall be governed by Civil Service Rules.

G. Test Percentages [Standard 34.1.3 \(a\)](#)

1. Written Examination	45%
Assessment Center	45%
<u>Seniority</u>	<u>10%</u>
Total	100%

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